



Neighborhood Matching Grant Application Checklist (2004-05)

- ☐ **Neighborhood Organization Registration (pink form)**
 - Fill out the Neighborhood Organization Registration form if your neighborhood group is not already registered with the Office of Neighborhoods and submit with the completed grant application forms to the Office of Neighborhoods.
- ☐ **Neighborhood Matching Grant Application – Complete the following:**
 - Select one member to act as the representative for the group
 - Review all forms (particularly the blue and green) before proceeding
 - Fill out the Neighborhood Matching Grant Application Form
 - Select Project Category (for guidance, use the Neighborhood Matching Grant Program brochure which describes the types of projects funded.)
 - Provide a title, brief description of the proposed project, and how it will improve the neighborhood keeping in mind the category chosen. For example, if the project category is “neighborhood organizing,” describe how the project would improve the neighborhood by facilitating the organization’s establishment, increasing membership, improving communication, etc.
 - Complete the Neighborhood Matching Grant Pledge Form (green form).
 - Fill out the Neighborhood Matching Grant Match Form (blue form). Note: The amount being requested must be equal to or less than the neighborhood match in volunteer hours, donated cash, or donated goods and services combined and not greater than the cost of the project.

☐ **Mail/Deliver/Fax Application and Pledge Form to:**

City of Riverside - Office of Neighborhoods
3900 Main Street, 5th Floor - Riverside, CA 92522
Phone: (909) 826-5195
Fax: (909) 826-2591

☐ **Application Submitted no later than the following dates:**

NMG Application Deadlines 2004-2005	NMG Subcommittee Meeting Dates (Attendance recommended)	RNP Meetings 2004-2005 (Final Approval at RNP meeting)
First Quarter June 11, 2004	June 25, 2004	Monday, July 6, 2004
Second Quarter September 10, 2004	September 24, 2004	Monday, October 4, 2004
Third Quarter December 10, 2004	December 24, 2004	Monday, January 3, 2005
Fourth Quarter March 11, 2005	March 25, 2005	Monday, April 4, 2005

- ☐ **Project Approval Process**
 - Applications will be reviewed by the Office of Neighborhoods staff the first week of each quarter deadline.
 - Applications will be submitted to NMG Subcommittee of the Riverside Neighborhood Partnership (RNP) on or about the above dates in the center column.
 - It is suggested that the Project Representative attend the NMG subcommittee meeting to support the project proposed and answer any questions if necessary. Call Office of Neighborhoods for confirmation of date/time.
 - Successful applications will be taken forward for RNP full committee approval on the above dates in the third column.
 - The Office of Neighborhoods will notify the Project Representative as to the success of NMG application. If approved, the Office of Neighborhoods will contact you to pick up the check and sign the NMG Agreement Form. (Checks are usually ready within 2-4 weeks.)
- ☐ **Project Completion and Follow Up**
 - Office of Neighborhoods will send a follow-up letter at the six-month completion period.
 - At that time, you will need to provide a status report and anything relevant to the project such as receipts for expenses incurred.